

**CONFIDENTIAL**DD/A 1-18-82  
82-1862/1**ROUTING AND RECORD SHEET**

Sec - 3

**SUBJECT:** (Optional)

Portion Marking Waivers

**FROM:** James H. McDonald  
Acting Deputy Director for  
Administration  
7D24 Headquarters**EXTENSION****NO.****DATE**

6 OCT 1982

25X1

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. Director, Intelligence  
Community Staff

6 OCT

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2.

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3.

4.

4/Reg

8 OCT

RK

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Please make  
distribution within  
ICS.

BM

Pls distribute  
to all ICS components -  
including Admin.  
H

UNCLASSIFIED when separated.

**CONFIDENTIAL**

6 OCT 1982

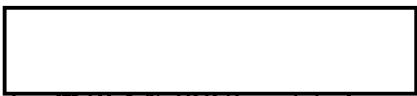
DD/A Registry
82-1862/1

MEMORANDUM FOR: Director, Intelligence Community Staff  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, National Intelligence Council  
General Counsel  
Inspector General  
Director, Office of External Affairs  
Comptroller  
Director of Personnel  
Director, Equal Employment Opportunity  
Executive Secretary

FROM: James H. McDonald  
Acting Deputy Director for Administration

SUBJECT: Portion Marking Waivers

Attached for your information is a copy of the portion marking  
waivers granted by the Director of Central Intelligence for 11 classes  
of Agency documents.

  
James H. McDonald

25X1

Attachment:  
As stated

cc: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education  
Chief, Classification Review Division  
Chief, Information and Privacy Division  
Chief, Regulations Control Division  
Administrative Officer, DCI

UNCLASSIFIED when separated  
from attachment.

C-O-N-F-I-D-E-N-T-I-A-L

Central Council

9 AUG 1982

82-7775

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence  
Executive Director

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Portion Marking Waivers

1. Action Requested: Waiver of the portion marking requirement for specified classes of documents.

2. Background:

a. Executive Order 12356 and its implementing directive, which became effective on 1 August 1982, continue the requirement that each classified document be marked to indicate which portions are classified, with the applicable classification level, and which portions are not classified. Waivers to this requirement may be granted by the head of an agency upon a written determination that there will be limited circulation of the specified documents and limited potential usage of these documents as a source for derivative classification determinations or there is some other basis to determine that the potential benefits of portion marking are clearly outweighed by the increased administrative burdens.

b. Agency components have submitted requests for the 11 classes of documents listed in the attachment.

3. Recommendation: We recommend you waive the portion marking requirement for the classes of documents listed in the attachment.

Harry E. Fitzwater

25X1

Attachment:  
As stated

UNCLASSIFIED when separated  
from attachment

C-O-N-F-I-D-E-N-T-I-A-L

SUBJECT: Portion Marking Waivers (DDA 82-1862)

CONCUR:

[Redacted Signature]

General Counsel

24 Aug 82  
Date

25X1

[Redacted Signature]

Executive Director

8/30/82  
Date

25X1

[Redacted Signature]

Deputy Director of Central Intelligence

17 SEP 82  
Date

25X1

APPROVED:

[Handwritten Signature]

Director of Central Intelligence

17 SEP 1982  
Date

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

CENTRAL INTELLIGENCE AGENCY  
PORTION MARKING WAIVERS1. The President's Daily Brief (PDB)

outside the Agency  
This publication is read/only by the President, the Secretary of State, the Secretary of Defense, and the President's Assistant for National Security Affairs. Many diverse sources are used to compose the contents, often under extreme deadline pressure late at night. The few recipients have no need to be informed of the separate classifications, if any, of component parts. The classification of material in the PDB is not used as the basis for classifying other documents.

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2. SCI Material Generated by SCI Contractors in Contractor Facilities

The majority of Sensitive Compartmented Information (SCI) material generated by SCI contractors in contractor facilities is of a technical or engineering nature and is an end product. Therefore, it is unlikely that this material would be used as a basis for classification of other documents. The requirement to portion mark these documents would significantly increase the manhours required to produce them. This increase in contract costs would greatly exceed any benefits derived from portion marking.

3. Headquarters-Field Correspondence

Headquarters-field correspondence is largely an informal administrative and operational information exchange. Individual documents are generally brief and by direction concern one subject. Portions (paragraphs) are often cryptic, and therefore meaningful only in context. Furthermore, most of this correspondence must be classified because of the locations to or from which it is addressed, and is difficult to identify portions that do not reveal, either directly or by implication, the locations involved. This correspondence receives limited dissemination outside the Agency and is seldom the basis for derivative classification of other documents.

All Portions Unclassified  
Except as Marked

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C-O-N-F-I-D-E-N-T-I-A-L

4. Formal CIA Budget Documents

Formal CIA Budget documents prepared for internal and external review have a very limited distribution. Internal documents are distributed to Executive Committee members. Externally, distribution is limited to those officers in the Intelligence Community Staff, the Office of Management and Budget, and the Congressional Staffs who handle the CIA account. Budget documents are not used as a source for derivative classification. Given the fact that Budgets are lengthy, produced under extremely short deadlines and go through various drafts, galleys, and page proofs, the potential benefits of portion marking are clearly outweighed by the administrative burdens.

5. Office of Inspector General Inspection, Audit and Grievance Reports and Special Studies

Inspection, audit and grievance reports and special studies produced by the Office of Inspector General treat both highly sensitive and relatively innocuous activities in a manner that renders the interrelationship of these activities inseparable. Therefore, separate paragraph classification is, for the most part, impossible. These documents have very limited dissemination and are rarely, if ever, used for derivative classification. Additionally as to grievance reports, the principal means of confirming the sensitivity of information provided by an employee is to consult with the employee's supervisor or office, which consultation would violate the absolute confidentiality that is at the heart of the IG grievance process.

6. Speeches Prepared by the Public Affairs Division for Use by the DCI, DDCI and Executive Director

The Public Affairs Division is routinely tasked with writing speeches for the DCI, DDCI, Executive Director and occasionally other Agency principals. Although the speeches are generally unclassified, on occasion classified speeches are prepared. These speeches usually are prepared under tight deadlines and are drawn from a wide variety of classified material. Due to the short deadlines involved and the vast scope of the subjects covered, portion marking would severely limit the ability to produce these speeches in a timely manner. In addition, the speeches are not disseminated beyond the recipient for whom they are prepared and are not used as a basis to classify other documents.

7. Foreign Intelligence Information Reports (DO Raw Intelligence Reports)

Foreign Intelligence Information Reports provide original data collected in response to the expressed needs of the Intelligence Community. Each report is on a single subject and normally from a single source. Because of the inseparability of the information from the sensitivity of its method of collection, these reports are classified as whole documents and disseminated on a need-to-know basis. Individual reports may be limited to a very few individuals or may be disseminated to all parts of the Intelligence Community.

#### 8. National Intelligence Council (NIC) Estimative Publications

The estimative publications produced by the NIC include National Intelligence Estimates (NIEs), Special National Intelligence Estimates (SNIEs), Interagency Intelligence Memoranda (IIMs) and National Intelligence Council Memoranda (NICMs). With the exception of NICMs, the publications are coordinated, interagency products that go through an elaborate production process involving multiple contributors and many revisions. All four publications tend to be lengthy papers, frequently involving scores if not hundreds of paragraphs that are based on a synthesis of material from many sources. They contain as well the considered intelligence judgments or analysis of many intelligence officers throughout the Intelligence Community. Portion marking could therefore be misleading; paragraphs would bear a classification either reflecting only the source material but not the significance of the conclusion drawn or, conversely, reflecting the judgment but implying that the source material dictated the classification. Also, the repeated addition and revision of estimative material makes it very difficult to portion mark.

All NIC publications are disseminated to named addressees within policymaking and intelligence agencies of the U.S. Government. NIEs, SNIEs, and IIMs tend to have a total distribution of several hundred copies each, while NICMs are usually sent to a more restricted list of addressees. These publications rarely should form the basis for classifying other documents.

#### 9. ADP Data Bases and Computer-Generated Reports

Computerized data bases contain data that range from Unclassified through Top Secret. The resources and cost required to portion mark each data item and to program the computers to automatically classify computer-generated reports based on the highest classification of the data items displayed would be substantial. Also, many data bases include data items that when processed or reported together may require a higher level of classification than any individual item. It is not possible to economically identify and program all such relationships so that computer-generated reports using such data will be properly classified.

Computer reports generally are only disseminated within the Agency and used for administrative and research purposes.

#### 10. Periodic Activity Reports

Periodic activity reports are generated by components at all levels of the Agency to inform the next higher level of management about current activities. These reports are not disseminated outside the Agency and are not used as a basis for classifying other documents.

11. Director of Central Intelligence (DCI) Directives

DCI Directives provide guidance and instruction to members of the Intelligence Community on all aspects of the national foreign intelligence program. The use of these documents as a source for derivative classification is limited primarily to the implementing instructions. The directives are currently disseminated to about 1,000 addressees in the Intelligence Community, but this number will be greatly reduced in the near future.